

Oconee County Library Board of Trustees
January 13, 2020

The Oconee County Library Board of Trustees held its regular quarterly meeting on Monday, January 13, 2020 at 4:30 p.m. at the Oconee County Library. The following members of the Board were present: Chairperson Mark Campbell, Vice-Chairperson Rubielen Norris, Secretary Laura French, Mike Eddy, Soraia Santos-Felgenhauer, Sandra Lee-Zahrn, Daphne Norton, Fred Lutz, Angela Moss-Hill, and Deanna Craft. The following Trustees were absent from the meeting: Dave Shearon.

The following Athens Regional Library System employees were also present: Val Bell, Jean Mead, Donna Butler, Cara Karnes.

The following members of the public were present: Mr. Lee Becker of Oconee Observations.

Chairman Campbell called the meeting to order at 4:30 p.m.

Upon motion by Mr. Eddy, seconded by Mr. Lutz, the October 2019 meeting minutes were approved unanimously.

Chairman Campbell opened the floor for public comments. Mr. Becker had no comment. Ms. Norris thanked Mr. Becker for his attendance.

Ms. Karnes provided the Branch Manager Report, a copy of which is attached as an Exhibit to these minutes.

Ms. Mead provided the January 2020 Regional News report, a copy of which is attached as an Exhibit to these minutes.

Ms. Bell advised the Board that "Hot Dog Day" will be held on February 13, 2020. This is an opportunity for public libraries, employees, and board members to visit with state legislators and decision-makers. Trustees should advise Ms. Karnes if they wish to attend.

Ms. Bell also advised the Trustees that new Board member training will be held at the Athens-Clarke County library at 5:30 p.m. on Tuesday, February 18, 2020.

Ms. Bell told the Board that Uncle Remus Library System has a new name. It is now known as the Azalea Regional Library System.

Ms. Butler reported to the Trustees that the Bogart Library hosted a pop-up legal clinic on December 7, 2019. The clinic was well attended and received by the community. Judge Regina Quick led the clinic. Future dates will be set to hold additional clinics.

The Bogart Friends of the Library store is open 10-2 daily. Ms. Butler reported the Friends' Santa event was a wonderful success.

The Oconee Friends member dinner was held in November. Ms. Karnes reported that the Friends are prepping for the February 6-8, 2020 sale to be held at the Oconee County Library.

Ms. Bell reported that Ms. Butler and Rebecca Ballard will be attending the Public Library Association Conference in Nashville. Ms. Ballard will host a Spark Talk at the conference. It is a wonderful opportunity for professional development.

Ms. Bell also reported that the library will receive a 3D printer. Chairman Campbell inquired about the timing of the printer delivery. Ms. Bell advised that the printer may be housed at Oconee, but Bogart will have access to use the printer as well.

Mr. Campbell drew the Trustees' attention to the financial information and reports provided in the Board packets. The FY2020 Oconee County Libraries budget is attached as an Exhibit to these minutes. The Oconee County Libraries FY2020 Circulation, Attendance, E-books, Audiobooks, Computer Use, and Library Cards added report is attached as an Exhibit to these minutes.

Chairman Campbell reviewed the proposed budgetary changes to the FY2020 budget.

Upon motion by Mr. Eddy, seconded by Ms. Norris, the Board unanimously approved the following budget amendments:

1. Increase \$1,000 to the expenditure line "Books and AV Materials" bringing that line to \$20,385.
2. Increase \$1,000 to expenditure line "Programming Incentives for children & young adults" bringing that line to \$1,300.
3. Increase Molly Moore's salary from \$9.50 per hour to \$10.27 per hour.

The following new Board members were introduced and allowed time to introduce themselves and express their commitment to the library system: Ms. Daphne Norton, Ms. Soraia Santos-Felgenhauer, Sandra-Lee-Zahrn, Frederick Lutz, and Angela Moss-Hill.

Chairman Campbell provided a report to the Trustees regarding Oconee County's anticipated SPLOST initiative. The library is generally a part of the SPLOST referendum initiative because the library benefits from SPLOST funds. SPLOST funds can be utilized for specified capital projects. Chairman Campbell also provided a SPLOST Summary report prepared by immediate past-Chairman Robert Wyatt. A copy of Mr. Wyatt's SPLOST Summary is attached as an exhibit to these minutes. Because the Trustees have voted to move the Oconee County Library to the new Oconee County government offices, it is anticipated that SPLOST funds would be used for the new 20,000 square foot library. Chairperson Campbell said that he has met with Chairman Daniell and Mr. Kerouac of Oconee County, and they have asked for the library to provide a list of capital projects and expenditures in addition to the new library. Ms. Norris and Mr. Eddy inquired about materials and personnel being part of the SPLOST monies. Ms. Bell stated that materials and personnel cannot be paid for from SPLOST funds. She recommended the Trustees consider adding all capital improvement costs be included in the

library's SPLOST proposal (examples given included new seating, shelving, computers). The Bogart library cost \$2.3 million; the Oconee Library will be twice the size. Mr. Eddy inquired about visiting some "combo" libraries where the library is placed in a county facility. Ms. Bell will provide a list of possible libraries for the Board to visit.

The January 2020 Bogart Library calendar and January 2020 Oconee County Library calendar were provided to the Board of Trustees.

All reports and documents mentioned in these minutes and provided to the Board of Trustees are Exhibits to these minutes and incorporated herein.

There being no further business, upon motion by Ms. Zahm, seconded by Ms. French, the meeting was adjourned at 5:17 p.m.



Mark Campbell, Chairman

Laura French, Secretary

Oconee County Library Board of Trustees
April 13, 2020

The Oconee County Library Board of Trustees held its regular quarterly meeting on Monday, April 13, 2020 at 4:30 p.m. via Zoom video conferencing due to the Covid-19 National Emergency. The following members of the Board were present: Chairperson Mark Campbell, Vice-Chairperson Rubielen Norris, Secretary Laura French, Mike Eddy, Soraia Santos-Felgenhauer, Sandra Lee-Zahrn, Daphne Norton, Fred Lutz, Angela Moss-Hill, Rachel Watson, Mamie Fike, and Deanna Craft. The following Trustees were absent from the meeting: Dave Shearon.

The following Athens Regional Library System employees were also present: Valerie Bell, Jean Mead, Donna Butler, Cara Karnes.

The following members of the public were present: Mr. Lee Becker of Oconee County Observations.

Chairman Campbell called the meeting to order at 4:33 p.m.

Upon motion by Ms. Norris, seconded by Mr. Lutz, the January 2020 meeting minutes were approved unanimously.

Chairman Campbell opened the floor for public comments. Mr. Becker had no comment. Chairman Campbell thanked Mr. Becker for his attendance.

Ms. Karnes provided the Branch Manager Report, a copy of which is attached as an Exhibit to these minutes. Ms. Karnes reported the library parking lots will be used for delivery of meals to vulnerable members of our community. The library has turned its programming into virtual learning experiences for children and adults. The library is working to support families and parents by supplementing at-home schooling that is now in place for everyone. The teen group is meeting virtually and staying connected.

Operationally, there are two positions currently opened at the library system. Hiring is on pause during the Covid-19 National and State Emergency declarations. The smartboards have been installed at Bogart and Oconee.

Ms. Bell provided the Regional News report, a copy of which is attached as an Exhibit to these minutes. Ms. Bell remarked on the many ways that the library system has pivoted to the virtual world. The library is using digital cards for patrons, social media and email communications, and expansion of Wi-Fi throughout every parking lot 24/7 for community use. There is a 10:30 a.m. daily story time for children available via social media. Each branch continues its individual services to patrons. The system has also adopted a chat feature and FAQs for library users. Finally, the system is supporting its staff with focused projects and tasks, as well as continuing education.

The Friends of the Bogart Library report was provided by Ms. Butler. There was no update from The Friends of the Watkinsville Library as they are meeting the evening of April 13, 2020.

Mr. Campbell presented a report to the Board regarding the library system's response to Covid-19. The system has done a remarkable job of moving to a virtual environment. He discussed the current fiscal year, and the payment of library employees through the end of June 2020. The Board discussed the issue of paying staff through the time the libraries have and will be closed due to Covid-19. Upon motion made by Ms. Norris, seconded by Ms. French, the Board unanimously approved paying library employees up to and including June 30, 2020. Following discussion, the Board unanimously voted to approve paying library employees through FY2020. The current FY2020 budget is approximately \$1100 over revenues. The library has reserves that will cover this overage.

Chairman Campbell reported to the Board that the FY2021 budget is being formulated. In March, the library's request to its funding partners was held to FY2020 levels. If the funding sources commit to the FY2021 request, then the FY2021 budget will mostly mirror the FY2020 budget. In light of this information, Chairman Campbell asked the Board if it would consider any action on the FY2021 budget. Mr. Eddy made a motion that the FY2021 budget be the same as the FY2020 budget. Ms. Norris seconded the motion. The Board unanimously approved the FY2021 budget.

Ms. Bell asked the Board to ratify the closing of the Oconee County Libraries. Upon motion by Ms. French to ratify the closing of the Oconee County Libraries in accordance with the order of Georgia Governor Brian Kemp, seconded by Mr. Lutz, the closing was ratified by unanimous vote of the Board.

All reports and documents mentioned in these minutes and provided to the Board of Trustees are Exhibits to these minutes and incorporated herein.

There being no further business, upon motion by Ms. Zahrn, seconded by Ms. French, the meeting was adjourned at 5:10 p.m.



Mark Campbell, Chairman

Laura French, Secretary

Oconee County Library Board of Trustees

July 14, 2020

The Oconee County Library Board of Trustees held its regular quarterly meeting on Monday, July 14, 2020 at 4:30 p.m. via a hybrid meeting structure. The following members of the Board were present at the Oconee County Library for the meeting: Chairman Mark Campbell, Jonathan Kirkpatrick, Mike Eddy, Rubielen Norris, Rachel Watson and Fred Lutz. Staff members present in person included: James Mitchell, Donna Butler, Jean Mead, and Valerie Bell.

Zoom video conferencing was also made available due to the Covid-19 National Emergency. The following members of the Board were present via Zoom: Laura French, Soraia Santos-Felgenhauer, Daphne Norton.

The following Board members were absent: Sandra Lee-Zahrn, Angela Moss-Hill, Rachel Watson, Mamie Fike, and Deanna Craft.

The following members of the public were present by Zoom: Mr. Lee Becker of Oconee County Observations.

Chairman Campbell called the meeting to order at 4:33 p.m.

Upon motion by Ms. Norris, seconded by Mr. Lutz, the April 2020 meeting minutes were approved unanimously.

Chairman Campbell opened the floor for public comments. Mr. Becker had no comment. Chairman Campbell thanked Mr. Becker for his attendance. Mr. Becker inquired whether he could record the meeting, and permission was granted for him to so do.

Chairman Campbell introduced Mr. James Mitchell, the new Branch Manager for the Oconee County Library. Mr. Mitchell provided the Branch Manager Report, a copy of which is attached as an Exhibit to these minutes. Mr. Mitchell also extended his thanks to the other library employees for their support of him, and dedication to the public during the Covid-19 pandemic. He also thanked the Board for its commitment to the library system staff. Mr. Mitchell reported that the public is overwhelmingly understanding of the limitations the libraries are facing during the pandemic. He said that the online programming for adults and children alike is going extremely well. There has been positive reception to the online streaming services from the library. Ms. Karnes reported the library parking lots will be used for delivery of meals to vulnerable members of our community. The library has turned its programming into virtual learning experiences for children and adults. The library is working to support families and parents by supplementing at-home schooling that is now in place for everyone. The teen group is meeting virtually and staying connected.

Operationally, there are two positions currently opened at the library system. Hiring is on pause during the Covid-19 National and State Emergency declarations. The smartboards have been installed at Bogart and Oconee.

Ms. Bell provided the Regional News report, a copy of which is attached as an Exhibit to these minutes. Ms. Bell remarked on the many ways that the library system has pivoted to the virtual world. The library is using digital cards for patrons, social media and email communications, and expansion of Wi-Fi throughout every parking lot 24/7 for community use. There is a 10:30 a.m. daily story time for children available via social media. Each branch continues its individual services to patrons. The system has also adopted a chat feature and FAQs

for library users. Finally, the system is supporting its staff with focused projects and tasks, as well as continuing education.

The Friends of the Bogart Library report was provided by Ms. Butler. There was no update from The Friends of the Watkinsville Library as they are meeting the evening of April 13, 2020.

Mr. Campbell presented a report to the Board regarding the library system's response to Covid-19. The system has done a remarkable job of moving to a virtual environment. He discussed the current fiscal year, and the payment of library employees through the end of June 2020. The Board discussed the issue of paying staff through the time the libraries have and will be closed due to Covid-19. Upon motion made by Ms. Norris, seconded by Ms. French, the Board unanimously approved paying library employees up to and including June 30, 2020. Following discussion, the Board unanimously voted to approve paying library employees through FY2020. The current FY2020 budget is approximately \$1100 over revenues. The library has reserves that will cover this overage.

Chairman Campbell reported to the Board that the FY2021 budget is still being formulated, which such planning has been affected by the Covid-19 pandemic. In March, the library's request to its funding partners was held to FY2020 levels. If the funding sources commit to the FY2021 request, then the FY2021 budget will mostly mirror the FY2020 budget. In light of this information, Chairman Campbell asked the Board if it would consider any action on the FY2021 budget. Mr. Eddy made a motion that the FY2021 budget be the same as the FY2020 budget. Ms. Norris seconded the motion. The Board unanimously approved the FY2021 budget to mirror the FY2020 budget, subject to further review and adjustment by the Board..

Ms. Bell asked the Board to ratify the closing of the Oconee County Libraries. Upon motion by Ms. French to ratify the closing of the Oconee County Libraries in accordance with the order of Georgia Governor Brian Kemp, seconded by Mr. Lutz, the closing was ratified by unanimous vote of the Board.

All reports and documents mentioned in these minutes and provided to the Board of Trustees are Exhibits to these minutes and incorporated herein.

There being no further business, upon motion by Ms. Zahrn, seconded by Ms. French, the meeting was adjourned at 5:10 p.m.



Mark Campbell, Chairman

Laura French, Secretary

Oconee County Library Board of Trustees
October 12, 2020

The Oconee County Library Board of Trustees held its regular quarterly meeting on Monday, April 13, 2020 at 4:30 p.m. at the Bogart Library, with a Zoom video conferencing option available due to the Covid-19 National Emergency. The following members of the Board were present: Chairperson Mark Campbell, Vice-Chairperson Rubielen Norris, Secretary Laura French, Daphne Norton, Jonathan Kirkpatrick, Mike Eddy, Soraia Santos-Felgenhauer, Rachel Watson, Sandra Lee-Zahrn, Angela Moss-Hill (via Zoom), and Fred Lutz. The following Trustees were absent from the meeting: Mamie Fike, and Deann Craft.

The following Athens Regional Library System employees were also present: Valerie Bell, Jean Mead (via Zoom), Donna Butler, James Mitchell, Donna Butler.

The following members of the public were present: Mr. Lee Becker of Oconee County Observations.

Chairman Campbell called the meeting to order at 4:45 p.m.

Upon motion by Mr. Lutz, seconded by Ms. Norris, the July 2020 meeting minutes were approved unanimously.

Chairman Campbell opened the floor for public comments. There were no members of the public in attendance either in person or via Zoom.

Mr. Mitchell provided the Branch Manager Report, a copy of which is attached as an Exhibit to these minutes. Mr. Mitchell reported that the libraries are both open in Oconee County. Masks are required, and all patrons have adhered to this safety rule as well as the social distancing rules. Curbside services are still available to patrons who do not wish to enter the library facilities. The libraries are open later one evening per week, as compared to two evenings per week prior to the Covid-19 National Emergency. All CDC safety protocols regarding

employees and the books are being followed. The libraries are partnering with a watershed science organization known as UOWN Oconeewaters to assist with research and data collection.

Operationally, there are three positions currently opened at the library system. There are three openings within the libraries, each of which are part-time. A part-time employee has been hired for community outreach and programming.

Friends of the Library has cancelled its fall book sale. The Friends intend to hold a large sale in winter/spring to make up for the loss of the fall book sale. The Bogart Friends bookstore is closed, but donations are being taken at the Watkinsville location.

Ms. Butler reported on the craft programming through Facebook/ the virtual world. She has received great feedback from patrons who are using the service. Patrons are thankful that teens – tweens – adults are able to pick up craft kits and join others in the community for this virtual programming. The adult book club is using Google Meet for its meetings.

Ms. Mead provided the Regional News report, a copy of which is attached as an Exhibit to these minutes. Athens Regional attended the statewide library conference last week, virtually. Fines have been reinstated as of October 10, 2020. Regional funding have been used to purchase Covid-related supplies such as masks, cleaning supplies, and the like. At this time, the library budgets will have to cover Covid-related supplies for the libraries and staff.

Ms. Bell provided a report regarding the reopening of the Athens Regional libraries. She advised that the libraries have secured enough Covid-related supplies for the foreseeable future. She is currently preparing the annual maintenance report which is due this month.

Mr. Eddy raised the issue of a collaboration project between the Oconee County Public Schools and the PINES library system. The two groups are working to provide access for OCPS students directly to the PINES system.

The Friends of the Bogart Library report was provided by Ms. Butler. There was no update from The Friends of the Watkinsville Library as they are meeting the evening of April 13, 2020.

Mr. Campbell advised the Board that there may be a called library Board meeting in November regarding the future of the Oconee County Library meeting. The facilities committee is meeting immediately following this regular Board meeting.

All reports and documents mentioned in these minutes and provided to the Board of Trustees are Exhibits to these minutes and incorporated herein.

There being no further business, upon motion by Ms. Norton, seconded by Mr. Eddy, the meeting was adjourned at 5:28 p.m.


Mark Campbell, Chairman

Laura French, Secretary